

**SENIOR CENTER
PERMANENT IMPROVEMENT
PROGRAM
2020 Grant Application Package**



South Carolina
**DEPARTMENT
ON AGING**

**2020 PIP Grant Cycle: Applications accepted Until February 28,
2020**

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I. INTRODUCTION

BACKGROUND

In 1991, the South Carolina State Legislature established the Senior Center Permanent Improvement Project (PIP) grant program and appropriated \$948,000 per year from State Bingo tax and licensing fee revenues to fund a list of 74 specifically identified capital improvement projects. The total amount of funding required to complete these projects was reached in the year 2000.

The original legislation was amended by the General Assembly in 1997 to continue the program beyond the original list and the State Unit on Aging (hereafter called the SC Department on Aging or SCDOA), was given responsibility for developing an ongoing process to select and fund applications for senior center capital improvement projects. The resulting procedures created a competitive grant process for securing Senior Center PIP funds.

The legislative basis for this grant program can be found in Section 12-21-3441 of the Code of Laws of South Carolina 1976 and Section 12-21-4200.

DECLARATION OF INTENT

It is the intent of the Department on Aging (SCDOA), to administer the South Carolina Senior Center Permanent Improvement Project grant program according to the authority vested to the SCDOA by the legislature, Section 12-21-3441 and 12-21-3441. The SCDOA keeps the state's legislative intent at the forefront of its PIP grant mission, and manages the matching grant program accordingly.

MISSION STATEMENT

The Department on Aging (SCDOA) has established guidelines to assure that the South Carolina Permanent Improvement Project (PIP) funding is fairly distributed through an application process in order to fund senior center capital improvement projects. The PIP funds, as determined by the Grantor (SCDOA), are intended to be used as a resource to assist in construction, renovation, and emergency (as defined the SCDOA policy) financial assistance to senior center applicants, (here and after referred to as the Grantee), that meet the specified PIP guidelines, follow the established procedures, and administer the PIP project according to signed PIP documentation that serves as an agreement between the Grantor and the Grantee. In turn, the Grantor provides project reimbursement to the Grantee upon receipt of verified work invoices.

NOTE: All applicants are required to attend mandatory PIP application reviews in order to be eligible to submit applications.

The SCDOA shall not start reimbursing the PIP Grantee until it is fully demonstrated through documentation that at least 50 percent of the project is completed. **The grantee must use the uniformed SCDOA Certification Form. The Certification Form will be signed by the AAA Director, Grantee, and Contractor, and shall be notarized.** The balance of the allocated award will be paid once the Grantee documents completion of the project.

The SCDOA prides itself in assuring that all ethics and legal policies and procedures will be practiced in the PIP program process and administration.

PURPOSE

The Department on Aging (SCDOA, requests Grant Proposals for permanent improvements to senior centers in the State of South Carolina annually in the month of February, if funds are available.

Application Procedures:

- Applications will be received in the month of February if funds are available.
- Project applicant meetings and evaluations will be made in March - April.
- PIP grants will be awarded later in the spring.

NOTE: Permanent Improvement funds are to be used for construction projects and not to fund engineering, preplanning projects or land acquisition. Grantees will have 90 days to complete emergency projects and 24 months for renovations, expansions, and new construction projects. If the project is not completed within the allotted grant period, the funds will revert to the SCDOA PIP account. **In order to meet the timeline requirements set in the PIP guidelines, the applicant must demonstrate in this grant application that it has all necessary funding committed and must show that all pre-planning (such as design, engineering, land preparation, and permitting) for the project has been completed.**

GENERAL

This Grant Application Package describes the procedures necessary to apply for and successfully complete a Senior Center Permanent Improvement Project (PIP). Questions regarding the Grant Application Package should be directed to the Grant Proposal PIP Coordinator.

NEED

Grant Proposals must provide **evidence** of need for proposed projects in the community. PIP Applicants should conduct or refer to existing needs evaluations, in order to demonstrate the need for the proposed project. The PIP application process seeks to promote a visionary, collaborative, and community-oriented approach in designing facilities that serve the local needs of the older population, while adhering to the strategic mission statement established by the SCDOA.

NOTE: Prior to submission of an application, the applicant shall read the South Carolina Aging Network's Policies and Procedures Manual, as well as the current South Carolina State Plan on Aging to have a professional knowledge of applicable SCDOA protocols and policies.

SOLICITATION OF GRANT PROPOSALS

Grant proposals will be solicited annually in the month of February, based on available PIP funds. Grant applications may be submitted by February 28 annually (under the discretion of the SCDOA). The SCDOA will publish requirements and each organization wishing to apply for a grant under this program may find this Grant Application Packet containing instructions, procedures, and all necessary forms on the SCDOA web site (WWW.Aging.SC.Gov). **The SCDOA reserves the right to amend and modify PIP policies and procedures as needed.**

The SCDOA requires each condition of the Permanent Improvement Project Grant Application to be strictly followed during the application process, grant period and for the required reversionary period. If the Grantee does not adhere to or meets the conditions and requirements set by the SCDOA and the Permanent Improvement Project Grant Application, the PIP Grant may be suspended or terminated.

SUBMISSION OF GRANT PROPOSALS

Mail or Deliver to: Gerry Dickinson, SCDOA PIP Coordinator
SC Department on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201

Fax or electronic submissions will not be accepted.**II. ELIGIBILITY FOR FUNDING****APPLICANT ELIGIBILITY**

The following conditions apply to applicants for grants under the Senior Center Permanent Improvement Project:

- Applicants must either be a local or county governmental entity/subdivision recognized by the State of South Carolina, an established not-for-profit entity that provides services for seniors using Older Americans Act or State aging funding, or a not-for-profit human services organization designated by the regional Area Agency on Aging (AAA) as a contracted provider of aging services. [The SCDOA will give priority to facilities owned by municipal or county governments \(facilities that are publicly owned\).](#) Each applicant shall be a community focal point for seniors. In addition, all applicants shall meet the National Council on Aging's Multipurpose Senior Center Standards – to be a Village Square or Focal Point for aging services. Senior center directors are encouraged to join the National Council on Aging, although membership is not a requirement.
- [Applicants must submit their application to their local AAA for review. As the regional authority, the AAA shall review the application. By signing the application, the AAA states that there is need for the project and that the applicant is in good standing with the AAA and capable of operating a multi-purpose senior center. The applicant shall submit the final proposal to the SCDOA.](#)
- Funding under this grant can only be used for permanent improvements to senior centers or the portion of a facility used for aging services.
- Any applicant that has received up to \$350,000 cumulative in PIP funds in the previous 7 years is not eligible to receive additional PIP funding. PIP applicants who have received less than \$350,000 can continue to request funding until they have reached a \$350,000 limit. After 7 years, previous PIP Grantees of \$350,000 will be eligible to apply in the next PIP funding cycle.
- Non-Governmental PIP Grantees must have an Escrow Account set up for the entire tenure of the reversionary period in order to make necessary improvements, such as standard repairs and improvements that will be expected from the normal day to day use of a facility. **Each Grantee shall have Escrow funds or a Designated Fund Account in order to make necessary repairs or to renovate real property that has worn out or reached the end of its normal life expectancy. These standard repairs are not eligible for emergency PIP funding.**

FACILITY REQUIREMENTS

Either at the time of the application, or as a result of the proposed project, the facility must meet the following requirements:

- It must be a facility that meets the *National Council on Aging's* definition of a senior center which is as follows: *"A community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community."*
- The center must provide or arrange for a broad spectrum of services including health, social,

nutritional (but not necessarily meals), educational, and recreational programs.

- It must operate at least five days a week, except for legal holidays and emergencies.
- It must have programs and services available for set hours each day (the SCDOA recommends each site operating for at least six hours each day).
- PIP Grantees will be expected to follow and incorporate any amendments/changes made to the Older Americans Act and to the National Council on Aging's Senior Center Standards during the Reversionary Period of the grant, if those changes affect senior center services, activities and programs. Senior centers that receive PIP funding shall execute all of these changes during the entire reversionary period stated in the PIP grant agreement.

Protocols for Evaluating PIP Applications and the Awarding of Grants

(All requirements of the PIP Application Package and the SCDOA policies and procedures for PIP grants must be met to be a successful applicant.)

1. Grant applications are due to the SCDOA by February 28 annually.
2. Applications must be reviewed by the regional AAA Director before the SCDOA will consider the project. Please Note: No PIP funds will be awarded to an entity not reviewed by an AAA.
3. Once the applicant submits an application, the PIP Coordinator reviews the applications for compliance with PIP requirements and SCDOA policies and procedures.
4. AIM data is reviewed to determine service performance and actual need in the area served by the senior center.
5. Applicant meetings are scheduled with the SCDOA PIP Coordinator, a SCDOA assistant, and the regional AAA Director to discuss applications, committed project funds, applicant finances, project details, and the long-term sustainability of the senior center. A standardize list of questions is asked of all applicants during each visit. Each visit follows a uniformed process.
6. After the applicant meetings are concluded, the PIP Coordinator and a fellow SCDOA staff member will conduct a final review of the applications, using a uniformed scoring system.
7. The PIP Coordinator will brief the SCDOA Director who will announce grant recipients.
8. PIP recipients and local AAAs will be notified in writing of the awards.
9. After the recipients are notified, the SCDOA will prepare NGAs for the Grantee to sign and execute.

III. MATCHING FUNDS

The Senior Center PIP Program is a matching funds grant program. The local PIP Applicant must provide the matching funds. The match rate is 10 percent for Emergency PIP requests (SCDOA funds 90% of project), and 30 percent for (new construction, expansion, and renovation) awards (SCDOA funds 70% of the project).

When documenting its match, the applicant must provide a bank statement showing there is a designated funds account to manage a match and board minutes reflecting a match has been met.

How is the local match determined? (Match plus requested funds equals the grant total.)

State Dollars Requested

Percentage of State Amount (10% for emergencies and 70% for everything else
= whole amount

If the applicant is requesting \$350,000 in state funds:

Divide \$350,000 by 70% = the whole of \$500,000

Subtract 350,000 from \$500,000 to determine the local match of \$150,000

If the applicant is requesting \$200,000 in state funds:

Divide \$200,000 by 70% = the whole of \$285,714

Subtract \$200,000 from \$285,714 to determine the local match of \$85,714

Allowable matching funds include the following:

Local Government funds	Rural Government funds	United Way contributions
Church and civic donations	Private donations	In-kind based on real estate
Monies generated through fund raising activities.	Or anything else approved in advance by the SCDOA during the application process.	Organization has actual funds on hand to use as match.

IV. ALLOWABLE EXPENDITURES

RENOVATION/EXPANSION/EMERGENCY

- Renovation is the improvement or modernization of the senior activity area of a senior center or the mechanical systems serving such areas. (There is a 30 percent local match and the Grantee shall have two years from executing a Notification of Grant Award to complete the project. A change in funding or the scope of the project may result in the termination of the grant agreement.)
- Expansion is the increase in external size of an existing center for the purpose of offering new programs or increasing the number of clients served in existing programs. (There is a 30 percent local match and the Grantee shall have two years from executing a Notification of Grant Award to complete the project. A change in funding or the scope of the project may result in the termination of the grant agreement.)
- Building Purchase: The purchase of a building, which is immediately ready to occupy and operate as a multi-purpose/fully functioning senior center on the day of the real estate closing, is allowed at the discretion of the SCDOA Director and PIP Coordinator. The project shall meet all PIP guidelines, as well as the policies and procedures for a senior center/meal site. If the facility is to be shared with non-aging related entities, the applicant must demonstrate that the PIP funds will be used exclusively for the senior center component.

NOTE: PIP funds shall not be used to purchase real estate, which does not have a move-in ready building on site ready to occupy/operate.

- Emergency projects for the facility to alleviate safety or health concerns. The SCDOA can award emergency PIP funding in cases that would prevent senior centers from operating safely or where there are serious health concerns. This funding is awarded on a case by case basis at the discretion of the SCDOA, if funding is available. Emergency PIP applicants must submit a completed PIP application, as well as three valid work estimates in writing. There is a ten (10) percent local match for Emergency PIP awards. Emergency PIP Grantees shall have 90 days upon the NGA being executed to complete the project.

Note: No more than twenty-five (25) percent of the increased space can be dedicated to office space. PIP funds must provide a beneficial senior center experience for older adults.

Examples of *allowable* renovation/expansion/emergency expenses are, in order of recommended priority:

- Renovations mandated by federal or state regulations, such as: ramps, handicapped door openers, automatic faucets, toilet handles, hand dryers, elevator controls, signage; and installation or repair of emergency, fire or security systems;
- Major energy-related renovations, such as: lighting systems, HVAC systems, repair of roof, and replacement of windows;
- Refurbishment of existing space for the purpose of accommodating aging services delivery; and
- Expansion of existing space for the purpose of accommodating aging services delivery.
- Emergency projects - means the process of restoring, to a serviceable condition, by putting back together real property that is damaged. For the purpose of this definition, the term “Emergency Repair” does not apply to real property that has worn out or reached the end of its normal life expectancy. Examples of Emergency projects are as follows: (1) Vandalism, (2) Accidents, (3) Flood, lightening or wind damage, (3) Fire damage.

Examples of disallowable renovation/expansion expenses are as follows:

- Equipment and furnishings with a life expectancy of less than 15 years, such as audio-visual equipment, computers, exercise equipment, and some kitchen appliances. Only “built-in” kitchen equipment such as stoves, permanent commercial refrigerators, and dishwashers are allowable, which *excludes* stand up refrigerators, microwaves, and carts.
- Equipment and furnishings that is not heavy enough to preclude easy removal. Tables, individual desks, chairs, office equipment, and draperies are examples of items *excluded* because of failure to meet this requirement. *Allowed* examples include built-in bookcases, fixed blinds, and built-in information desks.
- Renovating or expanding existing office space or areas not directly related to service delivery beyond stated limits (25 percent).
- The applicant may request that SCDOA make a ruling prior to submitting a project plan. Such decisions shall be made in accordance with the guidelines and philosophy of this grant program.

CONSTRUCTION PROJECTS

New construction is the construction of a senior center on an unoccupied site, the construction of a building after razing an existing building on the site, or building a new structure to serve as a senior center that will be part of a complex that includes an existing building(s). Any expansion of an existing facility that doubles its size or increases it by more than 1,500 sq. ft. will be classified as new construction. No

more than 25 percent of the space can be used as office space.

PIP funds cannot be used to acquire property for use as a senior center. Nor can PIP funds be used for pre-construction costs such as engineering or architectural uses. PIP funds can only be used for actual construction or building purposes.

Types of allowable expenses for construction are as follows:

- Construction costs; and
- Costs associated with conversion to a senior center.

Common types of disallowable construction/acquisition expenses are:

- Equipment and furnishings with less than a 15-year life expectancy, such as audiovisual equipment, computers, and exercise equipment. Kitchen equipment must be “built-in,” such as stoves and dishwashers, which *excludes* stand up refrigerators, microwaves, and carts.
- Equipment and furnishings that are not heavy enough to preclude easy removal, such as tables, individual desks, chairs, and draperies are examples of items excluded because of failure to meet this requirement. Allowed would be examples such as built-in bookcases, fixed blinds, and built-in information desks.
- Appraisals, Environmental study, architect, engineering, landscaping, and/or other professional fees;
- Site improvements or preparations, including demolition of an existing structure.
- PIP funds cannot be used to fund senior center programmatic activities.

EXCLUSIONS

No funds from Senior Center PIP grant awards may be used for the following:

personnel costs	late payment charges, including penalties and fines
operational costs	contributions
senior center activity costs	entertainment
promotional expenses	administrative expenses
bad debts	actual losses which could have been covered by insurance
contingency funds	interest
fund raising costs	investment management costs
legal fees	profit/losses on disposition of depreciable property or other capital assets
Acquisition of Property (unless there is a ready-use building already in place)	

The SCDOA reserves the right to determine whether any cost is an allowable expense. The SCDOA will make the final determination as to whether a particular expense is allowable.

V. DISTRIBUTION OF FUNDS AFTER AWARD

AVAILABILITY OF FUNDS

Unlike most government-funded programs, PIP does not receive its annual funding in a lump sum at the beginning of the fiscal year. It is received in monthly payments from bingo revenue; therefore, sufficient funds are not always on hand to initiate a new grant agreement. All funds will be released through a grant agreement between the Grantee and SCDOA. PIP Grant Applications will not be evaluated by the SCDOA unless first reviewed by the AAA. The order in which grant agreements will be initiated will be based on the following considerations:

1. Amount of available funds at the time a grant agreement is requested
2. Priority given for emergency projects or in situations where delaying construction will lead to further damage (e.g. leaking roof repairs)
3. PIP Applicants readiness to begin construction (PIP projects must be completed within two years of the execution of a Notification of Grant Award. A change in funding or the scope of the project may result in the termination of the grant agreement.)
4. Need

Upon receipt of an approved project plan package, a grant agreement will be initiated in approximately 30 days, **if sufficient funds are available at that time.** If funds are not yet available, the Grantee will be notified of the estimated time when sufficient funds will be available.

If the General Assembly makes any changes to the PIP Bingo Funding, all PIP recipients will be notified immediately and informed of any changes to their funding.

TIME-LIMITS FOR REQUESTING A GRANT AGREEMENT

PIP Recipients will have approximately 30 days from the time they receive their grant award notification in which to submit a properly completed project plan package (C-Forms) and request that a Grant Agreement (NGA) be initiated between the SCDOA and Grantee. No NGA's will be issued until the PIP Recipient submits the necessary forms including the C-Forms to the SCDOA PIP Coordinator. PIP Grantees must be prepared to begin construction within this period and must be prepared to actually start construction within 90 days of (NGA) execution. The SCDOA will not award PIP funds to an applicant unless there is sufficient evidence through documentation to show that construction will start immediately.

(Emergency PIP Recipients will only have 90 days to complete the total project from execution of a signed NGA).

Recipients that fail to request a Grant Agreement (including a properly completed project plan package), within this 30 day time period, will forfeit their funds. Forfeited funds will be added to the total funds available for future applications. A Grant Agreement shall not be requested when the sole purpose is to avoid or delay the loss of PIP funds.

Note: The NGA period is different than the PIP Grant Period. An NGA is effective for a fiscal year only, while the PIP Grant Period may overlap fiscal years.

At the conclusion of the first NGA period, the SCDOA will reevaluate the PIP project to determine if a second year NGA extension is warranted to conclude the project. Through its quarterly updates, the recipient shall have demonstrated that it adhered to all PIP requirements during the NGA period, and is showing significant progress toward completing the project in order to be awarded an NGA for a second year. [Failure to submit quarterly reports as required by the SCDOA may result in the forfeiture of PIP funds and the Grantee shall reimburse the SCDOA for previous PIP funds allocated.](#)

NOTE: The SCDOA shall not start reimbursing the PIP Grantee until it is fully demonstrated

through documentation that at least 50 percent of the project is completed. **The grantee must use the uniformed SCDOA Certification Form. The Certification Form will be signed by the AAA Director, Grantee, and General Contractor, and be notarized.** The balance of the allocated award will be paid once the Grantee documents completion of the project.

TIME-LIMITS FOR COMPLETING PROJECTS

Emergency Grants

Emergency projects will be completed within 90 days, and new construction/renovation/expansion projects will be completed within 24 months.

New Construction/Expansions/Renovations Grants

After a Grant Agreement (NGA) has been put in place, actual construction must begin within 90 days of the grant agreement.

NOTE: No project extension will be approved unless there is proof of conditions outside the control of all parties which would not allow the project to be completed within the grant period. There will be no extensions granted for routine construction delays or for funding issues that were not disclosed when the original PIP application was submitted. The Grantee will repay any funds provided by the SCDOA for a project not completed in the grant period.

NOTE: The SCDOA shall not start reimbursing the PIP Grantee until it is fully demonstrated through documentation that at least 50 percent of the project is completed. The grantee must use the uniformed SCDOA Certification Form. The Certification Form will be signed by the AAA Director, Grantee, and Contractor, and be notarized. The balance of the allocated award will be paid once the Grantee documents completion of the project.

PROCESS TO APPLY FOR EXTENSION

The PIP Grantee must contact the SCDOA in writing within 30 working days before the end of the PIP NGA Grant Period if an extension will be needed for the project to continue. The SCDOA will respond to PIP Grantee and officially notify them that they will have ten working days from receipt of the SCDOA correspondence to complete a new PIP grant application and a PIP NGA Extension Form. The revised PIP application must contain new timelines, work/project schedules, funding changes, and a summary of any project changes that have been made or planned to be made in the scope of the project. The revised application must also provide a new project completion date.

Once the newly revised PIP application is reviewed and approved by the SCDOA, a new Notice of Grant Award (NGA) will be signed by the SCDOA Director and the Grantee, which will establish the extension and a new grant period.

By receiving an extension, the PIP Grantee agrees to adhere to all current PIP policies established in the most recently revised SCDOA PIP Application Package and NGA, and not the policies, terms and conditions previously agreed to in their originally submitted PIP application and NGA.

NOTE: The final authority to approve a documented grant extension request will be the SCDOA. There is no appeal process.

NOTE: A Grantee who has not completed the project within the grant period shall reimburse the SCDOA for any/all PIP funds previously allocated and expended.

TIME-LIMITS FOR QUARTERLY UPDATES

PIP Grantees are expected to provide quarterly project updates, using the standardized template found on Page 54. The updates will be sent to the AAA and SCDOA. The SCDOA expects to receive Quarterly Updates by the close of business on March 15, June 15, September 15 and December 15. Updates will be required until the PIP Grantee provides the necessary end-of-project forms to close their file. **NOTE: PIP Grantees that fail to meet quarterly update requirements may forfeit remaining PIP funding and shall reimburse the SCDOA for previous PIP funds allocated.**

SPECIAL INSTRUCTIONS AND CONDITIONS**ANCILLARY SERVICES**

Applicant organizations must take responsibility for publicity and outreach activities directed toward community collaboration in regard to the project, linkages with other community resources, and obtaining funding support designed to ensure long-term sustainability of the senior center.

MANAGEMENT

There must be adequate evidence of organizational capacity to develop and manage the project, as well as proof to show the long-term viability of a project to operate over the entire reversionary period.

GRANT PROPOSAL CONSTITUTES OFFER

By submitting a Grant Application, the applicant agrees to be governed by the terms and conditions described in this document except where subsequent amendments are specifically agreed to in writing by the parties to supersede any such provisions of this document.

NO OBLIGATION TO SCDOA

Neither the SCDOA nor any agent thereof will be obligated in any way by any applicant response to this document.

AMENDMENTS

If it becomes necessary to revise any part of the Grant Application Package, all amendments will be provided in writing to all applicants. Verbal statements or discussions cannot add, delete or modify any written provision.

QUESTIONS

Every effort has been made to ensure that all information needed to properly complete a grant application is included in this document. If any additional information is needed regarding the grant application process, please submit written questions only to the person designated below:

Gerry Dickinson, SCDOA PIP Coordinator
SC Department on Aging
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Email Address: gdickinson@aging.sc.gov

AWARD

Grants will be awarded to applicants who best meet the requirements and evaluation criteria described in

this Grant Application Package. Due to funding limitations, the number of grants awarded is contingent upon the dollar requests of the applications received. The SCDOA reserves the right to reject any and all Grant Proposals, and in all cases the SCDOA will be the sole judge as to whether a Grant Proposal has or has not satisfactorily met all requirements.

RIGHT OF NON-COMMITMENT OR REJECTION

This solicitation does not obligate the SCDOA to award a grant or to pay any costs incurred in the preparation of a Grant Proposal. The SCDOA reserves the right to accept or reject any or all Grant Proposals received as a result of this Grant Application Package, or to cancel in part or in its entirety this Grant Application Package if it is in the best interest of the SCDOA to do so.

The SCDOA reserves the right to reduce the number and/or dollar amounts of grant awards if it determines that the applications received do not provide adequate evidence that sufficient funding is available for both completing the construction project and managing future operating (including programming and services) expenses.

NOTICE OF AWARD

Each applicant will receive written notification of awards made under this Grant Application Request. Upon completing the necessary C-Forms with the SCDOA, an NGA will be signed by the Grantee and SCDOA. After the NGA is signed, the Applicant must meet the time limit (90 days for emergency, 24 months for renovation, expansion, and new construction. Failure to meet any of these terms may result in forfeiture of funds.

NOTICE OF TERMINATION

Any Grant Agreements resulting from this process will contain the following language. *“This Grant Agreement may be canceled and terminated by either party at any time within the agreement period whenever it is determined by such party that the other party has materially breached or otherwise materially failed to comply with its obligations hereunder. In the event of the termination of this Grant Agreement, the party terminating the Grant Agreement shall give notice of such termination in writing to the other party. Notice of termination shall be sent by certified mail, return receipt requested.”*

NOTE: Upon termination of the grant agreement, the Grantee shall be legally responsible for reimbursing the SCDOA any/all PIP funds previously allocated to the Grantee for the project.

PROHIBITION OF GRATUITIES

Each applicant shall comply with all applicable South Carolina ethics laws, including, but not limited to, S.C. Code Ann. § 8-13-700, et. Seq.

VI. PREPARATION OF GRANT PROPOSAL

In addition to the original signed grant proposal, each applicant must provide two copies of the proposal. Each copy of the Grant Proposal (including documentation) should be bound (stapled or spring clipped) in a *single volume*. Grant Proposals should not have hard covers or be spiral bound. Grant Proposals should be prepared simply and clearly, with a straightforward, concise description of applicant’s ability to satisfy the requirements of the Grant Application Package. *Emphasis should be on completeness and clarity of content.*

- Grant Proposals must supply all requested information. Grant Proposals that are incomplete or contain significant problems, deficiencies, or discrepancies will be disqualified.
- Any clarifications requested by the SCDOA must be submitted within the timeframe specified

and must be acceptable to the SCDOA. Failure to adequately respond within the timeframe will result in disqualification of the application.

GRANT PROPOSAL STRUCTURE AND CONTENT

The Grant Proposal must include the following, in this order:

- **COVER SHEET**

Submit the completed cover sheet provided in this section.

- **NARRATIVE SECTION GENERAL INFORMATION SHEET**

Submit the completed sheet provided in this section.

- **PROGRAM NARRATIVE AND BUDGET SPREADSHEETS**

Complete program narratives and submit in the order as provided in this section.

The narrative sections must be concise, yet sufficiently responsive to each question. Budget narratives and spreadsheets must provide a clear picture of how resources will be obtained and utilized to complete the proposed project, operate the center after construction, and include the status and source of all on-hand, committed, or anticipated resources, including in-kind contributions (Match documentation must include proof of matching funds available in bank or financial statement, as well as board minutes noting a match is being met).

- **ATTACHMENTS**

- A letter of support for the project signed by the County Council and, where appropriate, City Council, is required of all applicants.
- Applicants should submit copies of any working agreements or letters of support from other service delivery agencies in their community. Do not submit more than five documents.
- When needed, an applicant must include a Memorandum of Agreement with a COA or other senior service provider, when the applicant is contracting with a third party to provide senior services and programming required to operate a senior center that meets national standards. The PIP Grantee is legally obligated to provide services and programming for the entire reversionary period of the grant, regardless of third party involvement.

- **CHECKLIST REVIEW**

Submit the completed sheet provided in this section.

SUMMARY OF APPLICANT'S QUALIFICATIONS

The applicant must, **upon request** of the SCDOA, furnish satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of this Grant Application Package. SCDOA reserves the right to make the final determination as to the applicant's ability to provide the services requested in this Grant Application Package before entering into any grant.

ADMINISTRATIVE AND FISCAL CAPABILITIES:

SCDOA reserves the right to seek additional information to determine the administrative and fiscal capabilities of the applicant.

DOCUMENTS REQUIRED FROM EMERGENCY APPLICATIONS: Emergency applicants shall complete the PIP application, specifying the emergency and provide a summary of problems, along with three written estimates from contractors. If approved, funding will be provided based on the lowest estimate. Application must also include Grant Proposal Cover Sheet, Grant Proposal Program Narrative

and Federal I.D. Number. The SCDOA reserves the right to request additional information as needed from Emergency PIP Applicants.

DOCUMENTS REQUIRED FROM SELECTED APPLICANTS:

Applicants are required to provide the following information to the SCDOA. This information must be submitted with the grant application.

- Federal I.D. Number
- Organizational Chart
- Charter and By-laws of Organization
- Evidence of Signatory Authority
- List of Current Board Members of Governing Body
- Current Fiscal Statement and Copy of Last Audit or Compilation
- Other pertinent documentation, if requested

VII. GRANT PROPOSAL FORMAT AND CONTENT

(All Grant Proposals must be sent to the AAA for review before being the applicant can submit to the SCDOA)

- Grant Proposal Cover Sheet
- Grant Proposal Program Narrative – General Information
- Grant Proposal Narrative Sections
- Grant Proposal Sources of Funding Form
- Grant Proposal Estimated Total Project Cost Form

NOTES:

When using the electronic version of this document, the forms can be filled in on your screen and then printed, or they can be printed and filled in by hand.

To complete the forms on the screen, the Grant Proposal Application document (in Microsoft Word) must be “locked.” On the main menu bar at the top of the screen, click on “View,” “Toolbars,” then select “Forms.” The Forms Toolbar will appear. On the right end of the Forms Toolbar, there is a padlock icon. Click on this padlock to “indent” it; your cursor will then automatically go to the first data field on the form. Use the <TAB> key to move from field to field. Text boxes will expand as you type.

To return to other parts of the package, click on the padlock icon to “unselect” it.

GRANT PROPOSAL COVER SHEET			
Name of Sponsoring Organization:			
Address:			
County:		Email Address:	
Phone Number:		Fax Number:	
Federal ID Number:			
Grant Budget::			
Applicant's Email Address			
PIP Grant Amount::			
Required Match:			
PIP Grant Total:			
Estimated Total Project Cost:			
Contact's Email Address:			
I certify that I am the executive officer of the applicant organization and that this application is true and correct to the best of my belief and knowledge.			
Printed or Typed Name		Title	
Chairman's Signature		Date:	
I am the chairperson of the board/advisory council of the applicant organization and the board of directors/advisory council endorses the proposed project.			
Signature for applicant's Board Chairman			
Date Signed			
Printed or Typed Name for Chairman			
Applicant's Executive Director Signature			
Reviewing AAA Signature			
Print Name for AAA Director			
Date Signed			

***Grant Proposals must be reviewed and signed by the AAA. The applicant submits the final grant proposal to the SCDOA by the deadline.**

PROGRAM NARRATIVE: GENERAL INFORMATION									
(Please type or print clearly)									
Project Name									
Name of PIP Applicant/Sponsor									
Applicant Address									
City:		County		Zip Code					
Email Address		Project Location							
Name and Title of Contact Person for this Application:									
Phone Number:			Fax Number						
Organizational Status:		<input type="checkbox"/>	Private Non-Profit		<input type="checkbox"/>	Public Agency			
Type of Project:									
<input type="checkbox"/>	Renovation	<input type="checkbox"/>	Expansion	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Emergency		
Geographic Location:									
<input type="checkbox"/>	Urban	<input type="checkbox"/>	Suburban	<input type="checkbox"/>	Small Community	<input type="checkbox"/>	Rural		
Projected Number of Day and Hours a Week Site Will be Open:						Days		Hours	
Projected Number of Participants to be Served in the First Year:									
Services to be Offered:									
<input type="checkbox"/>	Group Dining	<input type="checkbox"/>	Home-Delivered Meals	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Health Promotion		
<input type="checkbox"/>	Recreation	<input type="checkbox"/>	Art/Performing Arts	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Daycare/Respite		
<input type="checkbox"/>	Other (Specify)								
Will This Facility be Used Primarily as a Senior Center				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If not, describe other	
use(s):									
Has Your Organization previously received PIP Funding?					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If Yes, Amount:					Year:				
Which Center(s)?									

PIP Project Terms and Conditions

1. Projects funded through emergency grants shall be completed within the three-month grant agreement. There will be no extension approved unless there is proof of conditions outside the control of all parties, which would not allow completion of the project within the grant period. Extensions are not allowed for routine construction delays, loss of funding and other funding related issues, or for funding concerns not disclosed when the original PIP application was submitted. The Grantee will repay all funds provided by the SCDOA for a project not completed in the grant period.
2. Renovation, expansion, and new construction projects shall be completed within the two-year grant agreement. No project extension will be approved unless there is proof of conditions outside the control of all parties, which would not allow the project to be completed within the grant period. No extensions will be granted for routine construction delays or for funding issues that were not disclosed when the original PIP application was submitted. The PIP Grantee will repay any funds provided by the SCDOA for a project not completed in the grant period.
3. The SCDOA will not provide reimbursement for a PIP project until the PIP Grantee has confirmed completion of at least 50 percent of the project. The grantee must use the uniformed SCDOA Certification Form. The Certification Form will be signed by the AAA Director, Grantee, and Contractor, and be notarized. **The Grantee is responsible for preparing and submitting the certification document.**
4. The SCDOA will not reimburse PIP funds until the project expends local match, local funding, and other funding first.
5. The failure by the PIP Grantee to submit all required reports to the SCDOA on time shall result in the termination of the grant agreement. The Grantee shall repay all state funds provided by the SCDOA in the event of termination. (Starting from the date of the Notification of Grant Award, written progress reports are to be submitted to the SCDOA and AAA at quarterly (3 month) intervals throughout the entire project period. The progress reports are due by March 15, June 15, September 15, and December 15. These reports include: 1) Major activities and accomplishments 2) Any deviations or departures from the original project plan 3) Discussion of any significant problems encountered or anticipated, 4) all delays; and 5) Any other remarks or comments of note. Upon completion of the project, the PIP Grantee must submit a final report within 30 calendar days.)

AAA Director

Date

PIP Project Applicant

Date

PROGRAM NARRATIVE: REQUIRED SECTIONS***A. PROJECT JUSTIFICATION***

Provide a clear and comprehensive justification of the need for this project. Does your geographic area have a need for this project (please provide specific data showing the need)? Include a description of the facilities currently available in the geographic area to be served, any existing problems with existing facilities or concerns for serving the needs of seniors in this geographic area, steps taken in the past to address those problems, steps that are being proposed to address problems, and how the current or projected client base justifies the proposed project. Does this project have the support of community leaders?

State if the need is of a safety or emergency concern and, if so, provide evidence of such. What is the justification for repairs, renovations or new construction?

Attach additional pages or any supporting documentation to the back of this page.

B. ENHANCEMENT OF SERVICES TO THE ELDERLY

Describe how the proposed project will enhance the existing delivery of services to the elderly population of the area. What steps will be taken to ensure that this senior center is a community focal point for the elderly in the geographical area? How does your organization reach out to the community to build partnerships and coalitions designed to enhance services and programming for the elderly? Include current or planned senior center activities and programs and the potential impact on the number of senior citizens to be served through the proposed project (in terms of daily, monthly, and yearly figures).

C. *USE AND PURPOSE STATEMENT*

Note that all projects must comply with the Senior Center Standards set by the National Council on Aging unless otherwise stated

Provide a clear and concise statement of the use and purpose of renovations, expansions, and/or new construction for which funding is being requested.

D. COMMUNITY COORDINATION AND INPUT

How will this project coordinate and contribute to other aging-related programs and initiatives in the community and this geographical area? How will it benefit the overall community in which it is located? What measures have been taken to ensure community input into the project? What type of community involvement and support does your organization already have in your geographic area and how will PIP funding be used to further increase community participation and support? What steps has your organization taken to build coalitions and partnerships to support services and programming for the elderly? Will your organization be able to successfully utilize this community involvement to successfully fundraise in order to support this senior center and seek volunteers to support day-to-day senior center operations?

E. COORDINATION OF COMMUNITY FUNDING

How will this grant be used in conjunction with other financial support/grants from other resources, particularly those available in the county or region? Please provide in-depth detail on how your local and other funds will be utilized to fund this project. **Section E must agree with data from chart in Section H.**

F. MANAGEMENT EXPERIENCE

Provide evidence of how the applicant has been able to successfully manage similar or other non-recurring grants in the past by providing specific details on previous grant projects. How have previous grant projects prepared the applicant to effectively manage a PIP project and successfully operate and manage a senior center that is a community focal point?

G. PLANS TO COMPLETE PROJECT

Project Title:	
Note: The SCDOA expects construction to start within 90 days of the Grantee signing an NGA with the SCDOA.	
If approved, what is the estimated start date of actual construction?	
Completion Date?	

Provide evidence of a work schedule to complete the proposed project and the ability to meet project deadlines. (Financial resources must be committed before the SCDOA awards the grant.)

H. PROPOSED SOURCES OF PROJECT FUNDING

PROJECT TITLE:		
AMOUNT	SOURCE OF FUNDS*	EXPLANATION/DESCRIPTION**
	PIP Funds	
	Community Block Grant	
	County Government (specify)	
	Local Government (specify)	
	Rural Development Grant	
	Tax Millage (Must specify)	
	Endowment (Must specify)	
	Annual Fundraising (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	TOTAL AVAILABLE FUNDS (Must equal or exceed Total Project Cost)	

* See section on Matching Funds (pages 2 and 3 of this document) for a list of allowable funding sources.

** **Explanation must also specify whether funds are already on –hand, firmly committed, or anticipated. A more detailed discussion will be required in the narrative section of the project budget.**

Submitted by:

Date:

(Signature of PIP Applicant)

Reviewed by:

Date

(Signature of AAA Director)

:

I. PROJECT PLAN BACKGROUND

Describe how the project budget was formulated and what alternatives were considered. Information regarding contributions of other resources is required, if included in the budget. Specifically, discuss community and other local government contributions, whether cash or in-kind. Which funds will be used to meet the required match? Are funds on hand, committed or anticipated? If additional funds are needed, explain how and from whom they were obtained, and when they will be obtained **(All local funding, including a match, is expected to be on-hand when the PIP Proposal is submitted.)**

J. ESTIMATED TOTAL PROJECT COST

PROJECT TITLE:		
AMOUNT	TYPE OF EXPENSE	BRIEF EXPLANATION/DESCRIPTION
Fees not paid by PIP	Professional Services (Environmental study, Architects, etc.) (PIP Funds Prohibited)	Professional services shall be completed before a PIP application is submitted.
Fees not paid by PIP	Land Purchase	PIP funds are prohibited for land purchase unless there is a building onsite ready for immediate occupancy at purchase time.
Fees not paid by PIP	Site Development (earth moving, etc.)	Site planning/development shall be completed before a PIP application is submitted.
	Equipment/Materials	
	New Construction (including additions 1500+ sq.ft)	
	Renovations - Interior	
	Renovations - Exterior	
	Roofing	
	Labor Costs	
	Other If justified and approved.	
	Contingency If justified and approved.	.
	Environmental Hazard Abatement If justified and approved.	
	TOTAL ESTIMATED PROJECT COST	

K. OPERATING BUDGET

As a result of this project, what increases/decreases in the center's operating budget are anticipated? Provide a 5 year operating projection with sources of revenue required to manage the project and to provide all services expected to be delivered in this application. How will any increases in operating costs be handled? Are there firm commitments or collaborative agreements to fund ongoing operations of the facility? Include all activities which will generate revenue to fund operating expenses (fundraising, grants, contributions, etc.) It is important to demonstrate the ability to generate sufficient revenue to operate a senior center and how these activities will involve the community. In this section, applicants must show sufficient ability to maintain this property over the entire reversionary period. Include in budget plans for an Escrow Account to provide for ongoing maintenance and repair cost. Include examples of fundraising activities designed to provide revenue streams and the amount of fundraising dollars raised annually to support your center's activities. *(An Escrow Account and designated funds must be set aside to maintain the facility and to make necessary repairs in order to provide a safe environment for seniors using this facility.)*

CHECKLIST

Each Grant Application must contain the following completed forms:		
<input type="checkbox"/>	Completed Application Cover Sheet	
<input type="checkbox"/>	Completed Program Narrative General Information Sheet	
<input type="checkbox"/>	Completed Project Narrative/Budget Questions, including	
	<input type="checkbox"/>	Estimated Total Project Cost Spreadsheet
	<input type="checkbox"/>	Proposed Source of Funding Spreadsheet
Grant Applications must contain the following attachments:		
<input type="checkbox"/>	Letter of Recommendation from AAA is not required, but is welcomed.	
<input type="checkbox"/>	Letter of Recommendation from County/City Council	
<input type="checkbox"/>	Letters of Collaboration/Support/Commitment from other agencies/organizations	

An original grant proposal and four copies must be received by the SCDOA by the deadline set by the SCDOA.

VIII. EVALUATION CRITERIA

Proposal Review

However, each proposal will be reviewed based on the criteria listed below. The PIP Coordinator will meet with applicants before final determination using standardized questions to determine eligibility and long-term viability of the project. Upon completion of the meetings, the PIP Coordinator will meet with the SCDOA Director to make recommendations for funding. (Meetings can be scheduled at the SCDOA, the AAA, or the applicant's office.)

REVIEW CRITERION

Evidence of general need and client base for project; additional evidence provided if need is of an emergency nature due to life and/or safety concerns; effective plan to address needs; discussion of alternatives considered; and ability to manage the project. During the evaluation process, SCDOA client data (currently AIM data is used) will be reviewed to determine if the organization and site meet the requirements stipulated by the Older Americans Act and the South Carolina Aging Network's Policies and Procedures Manual.

Adequacy of the proposed design, utilization of space and provision of a wide range of services and activities to support a high quality Aging program.

Project budget is reasonable; identifies on-hand or firmly committed financial (including in-kind) support from the applicant, community and other funding sources; includes contingency funds.

Evidence of how the completed project will benefit the community and, for construction grants, evidence of community collaboration in planning and development of the project so that it will serve as a community resource.

Operating Budget discussion identifies potential cost increases and/or decreases as a result of completing the proposed project; identifies reliable, committed sources of income, financial support from the community and provides evidence of financial capacity to operate the facility after project completion, including annual fundraising activities. The applicant must provide documentation to show that funds have been designated to maintain this project and that an Escrow Account has been established to make necessary safety repairs and improvements throughout the reversionary period.

Response to standardized applicant review questions.

Possess a knowledge of the SCDOA's mission and its policies and procedures.

EVALUATION

PIP Proposals will be reviewed by the SCDOA PIP coordinator and the SCDOA Director. In addition to an evaluation, the SCDOA PIP Coordinator will meet with the applicant before a final decision is made.

NOTE: The **Project Plan Package** that follows in **Appendix A** is to be prepared and submitted after a Grant Application is approved and a Notice of Award is received by the PIP Applicant. The Senior Center and Facility Standards included in the package will be helpful during the Grant Application process. **Appendix B** contains a glossary of terms relating to terms used in state building projects. **Appendix C** provides an overview of the entire PIP process. **Appendix D** contains materials developed from various resources by SCDOA staff in order to assist potential PIP Applicants in planning for the development of a senior center, including the purchase of land and the design of the facility.

APPENDIX A: PROJECT PLAN PACKAGE FOR GRANT AGREEMENT

PROJECT PLAN CONTENT

The project plan package for initiating a grant agreement must include:

1. Project Plan Narrative (Form C-1)
2. Estimated Project Costs (Form C-2)
3. Proposed Sources of Funding (Form C-3)
4. Certification of Match (Form C-4). **(All local match funding must be on-hand when PIP application/proposal is submitted to the SCDOA).** When documenting its match, the grant applicant must provide a bank statement showing there is a designated funds account and board minutes reflecting that a match has been met. Acceptable match may consist of any of the following:
 - a. Real property: PIP applicants who hold title to real property can use as match the full market value of the land specifically being used as the site (Footprint) for the project, based on an approved appraisal conducted by a state certified appraiser, with the condition that this match be allowed only for new construction or major expansion projects on that land, and not for internal renovations or improvements. **Also, any real property that has been previously constructed renovated or improved by the use of PIP funds cannot be used as match.** (“Real Property” is defined as any land, all things growing or attached thereto, and all improvements made thereto including building structures.)
 - b. Cash on-hand supported by appropriate bank statements. If funds are being provided by another entity, a letter of commitment and/or a copy of the minutes from the meeting when funding was approved are sufficient for documentation.
 - c. In-kind: documented by a statement that describes how the value of in-kind donations and contributions were determined (including financial/bank statements and board minutes).
 - d. Equipment/furnishings to be purchased or received by the PIP Applicant for use in the facility, including those disallowed for PIP reimbursement such as tables or chairs.
4. Memorandum of Assurances - PIP Applicant (Form C-5)
5. If county owned, a letter of commitment from the county building inspector’s office, stating that the county building inspector will be involved in development of the project, that they will review drawings/plans, and ensure compliance with all applicable codes and regulations.
8. Completed W-9 form (taxpayer identification number) from the Grantee

SUBMISSION OF PROJECT PLAN

PIP Grantee. After the initial Notice of Award, the PIP Grantee shall undertake the planning measures necessary to initiate and implement the project. A project plan shall be prepared using the forms provided in Appendix C and submitted to the AAA for review. All projects must ensure compliance with all applicable state and local building codes and regulations. All land prep work should be completed before the PIP Grant Application is submitted to the SCDOA. **PIP funds cannot be used to pay for planning, environmental, engineering or architectural work.**

AAA. The AAA shall give technical assistance to the PIP applicant in preparing the project plan as needed and review the project plan for it to proceed. The SCDOA will provide technical assistance when requested by the AAA and/or PIP applicant. Upon receipt of a complete, approved project package, a grant agreement will be initiated within 30 days, **if sufficient funds are available at that time.** If a project plan is approved, but funds are not immediately available, the Grantee will be notified of the approximate time when funds will be available.

PROJECT IMPLEMENTATION

The following guidelines apply only to projects of \$50,000 or more in PIP funds. For all projects of less than \$50,000, SCDOA shall issue specific guidelines on a case-by-case basis.

SPONSOR. PIP Grantees are not required to follow the South Carolina Consolidated Procurement Code. Governmental entities must comply with the procurement assurances established by their local or county government. Non-profit Grantees must comply with procurement guidelines established by their boards of directors.

SCDOA. The SCDOA PIP Coordinator shall monitor the project implementation processes and approve all required documents sent to SCDOA. If the SCDOA PIP Coordinator has concerns about the state of the project, he/she will communicate them in writing to the [Grantee and copy the AAA](#). The SCDOA must receive a written reply addressing those concerns within a time period to be specified.

CASH FLOW MANAGEMENT AND CONSTRUCTION PROGRESS PAYMENTS

SPONSOR. No invoices will be paid until the PIP Grantee submits all required C-Forms to the SCDOA and an NGA has been signed. After an NGA has been signed, the PIP Grantee will request payment by submitting invoices received from the contractor(s) to the SCDOA. The final payment, of not less than ten (10) percent of the grant award, will be released to the PIP Grantee only after the project is substantially complete; all necessary documentation has been provided.

Note: S.C. Law 29-6-50 permits a contractor to assess interest in the amount of 1 percent per month on the unpaid disputed amount of a pay request not paid within twenty-one (21) calendar days of receipt by the owner. These penalties shall not be paid out of PIP funds.

PIP Invoices and Payment Requests

The Department on Aging has protocols in place in order to ensure accuracy and to protect the integrity of Permanent Improvement Project (PIP) funds.

The Senior Center Grant PIP coordinator will review and approve requests for payment from the Grantee expeditiously. He/she shall authorize the payment of the grant award only when satisfied that the work was performed in accordance with the project plan, or as amended, and that all documentation and reports were submitted as required. The SCDOA will make a final inspection of the site. The SCDOA may assess penalties due to non-compliance with the requirements of this grant program up to the remaining amount of the grant award.

[In order to seek reimbursement of PIP funds, the PIP Grantee must submit invoices \(the SCDOA formatted Payment Request Form \(PRF\), along with verifying construction invoices\) to the SCDOA for review and approval. The Grantee shall submit copies of the signed PRF and invoices, to the SCDOA PIP Coordinator via \[g Dickinson@aging.sc.gov\]\(mailto:g Dickinson@aging.sc.gov\). At that time, the PIP Coordinator will review the invoice and recommend payment if everything is in order.](#)

NOTE: The SCDOA shall not start reimbursing the PIP Grantee until it is fully demonstrated through documentation that at least 50 percent of the project is completed. [The grantee must use the uniformed SCDOA Certification Form. The Certification Form will be signed by the AAA Director, Grantee, and Contractor, and be notarized. The Grantee is responsible for preparing and submitting the certification document to the SCOA.](#) The balance of the allocated award will be paid once the Grantee documents the completion of the project.

REPORTING SCHEDULE

PROGRESS REPORTS. Starting from the date of the Notification of Grant Award, written progress reports are to be submitted to the SCDOA and AAA at quarterly (3 month) intervals throughout the entire project period. The progress reports are due by March 15, June 15, September 15, and December 15. These reports include: 1) Major activities and accomplishments 2) Any deviations or departures from the original project plan 3) Discussion of any significant problems encountered or anticipated, and 4) Any other remarks or comments of note. Upon completion of the project, the PIP Grantee must submit a final report within 30 calendar days.

FINAL REPORT. The final report includes:

1. A signed statement by the PIP Grantee that the facility will comply with the State Reversionary Interest in Multipurpose Senior Centers;
2. Five different “before” and “after” pictures of the facility; and
3. Completed Final Report (Form C-7).

Note: Any significant changes, delays or concerns must be forwarded to SCDOA. The final report must include a signed statement by the [Grantee](#) stating that the project is complete. [The SCDOA will visit the site to ensure the project is completed as stipulated in the grant application.](#)

AAA. The AAA shall review all reports received from the PIP Grantee and keep a copy for their project file.

SCDOA. The Grant PIP Coordinator will review all submitted reports and monitor the status of all open projects. If the PIP Coordinator finds any discrepancies or questions raised, he/she shall communicate those concerns to the Grantee and AAA. Upon receiving and approving the final report, the Grant PIP Coordinator will authorize final payment to the PIP Grantee and formally close out the project.

MULTIPLE FUNDING SOURCES

SCDOA recognizes the difficulties that may result from coordinating multiple funding sources in a project, each with its own rules and regulations to follow. Accordingly, a PIP Grantee may apply in writing to SCDOA for a waiver of certain program guidelines. Final waiver approval will be granted solely at the discretion of the SCDOA. Requests must include documentation that adequate oversight of the project will be maintained, a description of the potential impact that may result if the waiver is not granted, and any other information deemed necessary by SCDOA in considering this request. **A waiver of State Reversionary Interest will not be considered.**

RETENTION OF FILES

PIP Grantees are required to retain copies of all transactions regarding the project. The Project’s Sponsor must permit SCDOA staff to examine and/or copy any records concerning the PIP project and these records must be retained for a minimum of three years after the project is completed.

STATE REVERSIONARY INTEREST IN SENIOR CENTERS

1. **General:** When State Funds are used for alteration, construction and renovation of senior centers, there remains a reversionary interest. The reversionary interest entitles the State to recovery of

funds if the owner ceases to be a public or non-profit organization or the center ceases to be used to provide services to senior citizens, or no longer meets the standards of a senior center.

2. **Recovery of Funds- Construction:** State reversionary interest remains for 20 years if the PIP funds (\$100,000 and over) are used to construct the facility. Substantial alterations that double the square footage of the original facility are considered new construction. The amount of the recovery is the percentage of the current market value of the facility equal to the percentage of state funds contributed to the original cost of the facility.

NOTE: PIP Grantees awarded \$100,000 or more shall have a reversionary period of 20 years.

3. **Recovery of Funds-Minor Alterations and Renovations:** There remains a state reversionary interest when funds are used for the purpose of minor renovations to a facility; when modifications are made to an existing facility that are necessary for cost-effective use as a Senior Center, including restoration, repair, some expansion, and all related physical improvements. If a facility is owned by the Grantee of funds for minor alteration or renovation for use as a Senior Center, the Grantee must assure the SCDOA by a signed agreement that the facility will continue to be used for the periods stated below. The agreement shall also stipulate that the State shall be entitled to recover from the Grantee a prorated amount of the total granted for each year or portion thereof that the facility is not available during the period stated in the agreement:

- a. **A facility funded at \$50,000 to \$99,999: the reversionary agreement shall be for at least 10 years duration.**
- b. **A facility funded at less than \$50,000: the reversionary agreement period must be for at least five years duration.**

NOTE: When the facility to be altered or renovated is leased, a copy of a fully executed property lease, with sufficient term to provide benefits consistent with the amount and duration of interest stated above, shall be submitted before work commences. The lease must be revocable only by mutual consent and shall contain the stipulation that the state shall be entitled to recover from the owner a pro-rated amount of the grant award for the period of time the facility is not available during the period stated in the lease.

SENIOR CENTER FACILITY AND PROGRAM STANDARDS

Note: The following standards shall apply to all projects funded by the Senior Center Permanent Improvement Program.

- The facility shall be designed, constructed and/or maintained in compliance with all applicable federal, state and local building codes and operational regulations including the Americans with Disabilities Act, fire and safety codes, and Department of Health and Environmental Control (DHEC) sanitation and licensing standards.
- Lighting, furnishings, equipment and floor surfaces shall be suitable for accommodating older adults, conducive to prevention of falls, and easy to use by the participants.
- Heating, Ventilation and Air Conditioning (HVAC) systems shall be designed to provide a comfortable environment to accommodate the variety of activities planned for each part of the

building.

- Appropriate placement and installation of smoke alarms, fire extinguishers, sprinkler systems, etc., shall be a part of the overall design as required by current building codes.
- Access to all areas of the facility shall be assured by placement of ramps, bars, and guide rails, etc. in appropriate locations and installed according to current codes.
- All storage spaces shall be appropriate for the types of materials and equipment stored and shall be separate from the areas used for program activities.
- Materials and supplies shall be stored in a safe manner that reduces the risk of injuries, accidents, falls, etc.
- Maintenance and housekeeping shall be carried out on a regular schedule, and without interfering with scheduled programs.
- Plans for evacuation of the facility, in case of fire or other emergency, shall be posted in large print at prominent locations throughout the building and drills shall be conducted regularly.
- Interior space shall be designed to provide enclosed areas of various sizes to allow for individual, small group, and large group activities.
- Interior design shall provide adequate space for private conversation, one-on-one consultation, and similar activities between staff and participants.
- Offices within the senior center shall be located in areas that do not interfere with activities carried out for/by seniors, yet are easily accessible to seniors.
- No more than 25 percent of the total square footage in the center shall be assigned to office space. The SCDOA reserves the right to recover a percent of the PIP funds if it has been determined the funds were used to build office space exceeding 25 percent of the total square footage of the center.
- The agency shall offer a wide variety of programs, activities, and services:
- The agency shall provide regularly scheduled social activities, educational programs, wellness programs, etc. (It must be a facility that meets the *National Council on Aging's* definition of a senior center which is as follows: "*A community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community.*")
 - There shall be health promotion activities offered on a regular basis.
 - Physical fitness activities shall be accessible to participants on a daily basis.
 - There shall be a variety of recreational, cultural, and creative arts programs offered at least three times a week.
- The agency shall assure appropriate access to senior center facilities:
 - It is recommended that senior centers operate at least six hours per day, Monday through

Friday, except for scheduled holidays and emergencies. Senior centers should adhere to the National Council on Aging's senior center guidelines when feasible.

- Regular hours of operation and phone number(s) shall be provided in all promotional materials about the senior center and on any signage outside the center.
- Written policies related to night and weekend operation at the center shall be developed and receive formal, documented approval by the Board of Directors.
- The phone number(s) of the senior center shall be listed in the Community resources section of telephone directories, where available, and in the business white pages of all telephone directories under the heading SENIOR CENTER.
- Signage shall be of appropriate size and color and shall be installed in a prominent location. (The center must meet all necessary requirements, procedures, and guidelines for signage as required by the SCDOA for normal aging related programming and services.)
- Parking areas for the senior center shall be well lighted, conveniently located, with any specialty parking well marked.
- An adequate number of Handicapped parking spaces shall be provided as directed by law.

PROJECT PLAN CONTENT AND FORMS

In order to receive PIP funds, a grant agreement between SCDOA and the Grantee must be in place. The SCDOA will not authorize the release of any PIP funds for construction-related expenses until a completed Project Plan Package has been received and approved. The forms contained in this appendix, sometimes referred to as "C-forms," have been developed and numbered to keep the process as simple as possible.

The Project Plan Package to initiate a contract **must** include the following forms for **all** projects:

- W-9 Taxpayer identification
- C-1 Project Plan narrative
- C-2 Estimated Project Cost worksheet
- C-3 Proposed Sources of Funding worksheet
- C-4 PIP Applicant's Certification of Match (required documentation)
- C-5 PIP Applicant's Certification of Assurances

Prior to final payment on any project, the following form must be submitted:

- C-7 Final Report narrative

The following form **may** be required (SCDOA will make the request for C-9 in writing only if needed):

- C-9 Certification of Procurement for Construction Services (required if more than \$50,000 is received in PIP funds)

NOTE: Using the electronic version of this document, forms C-1 through C-5 can be filled in on the screen and then printed, or they can be printed and filled in by hand. To fill in on the screen, double-click on the form. This will give you an Excel spreadsheet version of the form. You may enter data into the spreadsheet, and then print it for inclusion into your Project Plan Package. Forms C-7 and C-9 can be completed by using the <TAB> key to navigate from data field to data field. They can also be printed and completed by hand.

W-9 TAXPAYER IDENTIFICATION

This form is available on the IRS Website. It can be completed there and then printed. www.irs.gov/formspubs/

Form (Rev. January 2005) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">W-9</h2> <h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3>	Give Form to the Requester. Do not send to the IRS.																		
Print or type See special instructions on page 2	Name (one shown on your income tax return)																			
	Business name, if different from above																			
	Check appropriate box	<input type="checkbox"/> Exempt from backup withholding																		
	Address (number, street, and apt., nor suite no.)	Requestor's name and address (optional)																		
	City, state, and ZIP code																			
	List account number(s) here (optional)																			
Part I Taxpayer Identification Number (TIN)																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entry, see the Part I instructions on page 3. For other entities, it is your employee identification number (EIN). If you do not have a number, see <i>How to Get a TIN</i> on page 3.																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social Security Number</td> </tr> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>			Social Security Number																	
Social Security Number																				
Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Employee Identification No.</td> </tr> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>			Employee Identification No.																	
Employee Identification No.																				
Part II Certification																				
Under penalties of perjury, I certify that:																				
1. The number shown on this form is my correct social security number (or I am waiting for a number to be issued to me), and																				
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and																				
3. I am a U.S. person (including a U.S. resident alien.).																				
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of a secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)																				
Sign Here	Signature of U.S. person ►	Date ►																		
Purpose of Form																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an IRA,</p> <p>U.S. person. Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requestor) and, when applicable, to:</p> <ol style="list-style-type: none"> 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. <p>Note: If a requestor gives you a form other than Form W-9 to request your TIN, you must use the requestor's form if it is substantially similar to this Form, W-9.</p> <p>For federal tax purposes you are considered a person if you are:</p> <ul style="list-style-type: none"> • An individual who is a citizen or resident of the United States • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States. </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Any estate (Other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) for additional information. <p>Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-6 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).</p> <p>Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.</p> <p>If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement for Form W-0 that specifies the following five items:</p> <ol style="list-style-type: none"> 1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien. 2. The treaty article addressing the income. 3. The article number (or location) in the tax treaty that contains the saving clause and the exceptions </td> </tr> </table>			<p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an IRA,</p> <p>U.S. person. Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requestor) and, when applicable, to:</p> <ol style="list-style-type: none"> 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). 2. 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Cat. No. 10223.1X		Form W-9 (Rev. 1-2005)																		

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Project Title:

Project Sponsor (Agency):

Contact person:

Address:

Phone # :

E-mail address:

Fax :

Location of Proposed project (if different from above address):

Requested Action:

Establish project

_____ Revise scope of work

_____	Revise Budget
-------	---------------

Estimated date that funds will be needed:

Describe the scope and goals of the project fully. Also describe how the proposed renovation, construction or acquisition will comply with the Senior Center Standards in Appendix B. Attach additional sheets as needed.

C-1 revised 12/07, Replaces all previous versions

C-2 ESTIMATED PROJECT COST**SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM****Estimated Project Cost (Form C-2)**

Project Title:

Project Sponsor (Agency):

Project Name:

Is this a revision to an existing estimated cost form or part of a new project request? ☐ Existing ☐ New

\$ Land Purchase Acres

\$ Building Purchase Gross Square feet

\$ Professional Services Fees

\$ Equipment and/or Materials

\$ Site Development (earthmoving, demolition, drainage, etc)

\$ New Construction (or addition of +1500 square feet) Gross New Square feet

\$ Renovations- Building Interior

\$ Renovations- Building Exterior

\$ Roofing-- Age of roof: _____

\$ Other Permanent Improvement

\$ Landscaping

\$ Other Capital Outlay

\$ Labor Costs

\$ Other:

\$ Other:

\$ Contingency

\$ Environmental Hazard Abatement (if hazards exist, please explain in comments section below)

\$ **ESTIMATED TOTAL PROJECT COST****DATE:** _____

Additional comments:

C-2 Revised 12/07, Replaces all previous versions

C-3 PROPOSED SOURCES OF FUNDING WORKSHEET

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Proposed Sources of Funding (Form C-3)

Project Title: _____

Project Sponsor (Agency): _____ Project Name: _____

Is this a revision to an existing Source of Funding form or part of a new project request?

☐ Existing ☐ New

\$ _____ PIP Grant Funds

\$ _____ Community Development Block Grant

\$ _____ Local Government (please specify): _____

\$ _____ Rural Development Grant

\$ _____ Agency/Local Fund Raising

\$ _____ Other (please specify): _____

\$ _____ Other (please specify): _____

\$ _____ Other (please specify): _____

\$ _____ Other (please specify): _____

\$ _____

TOTAL PROPOSED FUNDING (must equal or exceed total estimated project cost from C-2 form)

Submitted by: _____

Signature of Project Sponsor Representative

Date: _____

Reviewed by: _____

Signature of AAA Director

Date: _____

C-3 Revised 12/07, Replaces all Previous versions

C-4 CERTIFICATION OF MATCH**SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM****Certification of Match (Form C-4)**

Project Title: _____

Project Sponsor (Agency): _____ Project: _____

Is this a revision to an existing Certification of Match or part of a new project request? _____ Existing _____ New

In accordance with the Senior Center Permanent Improvement regulations, acceptable match for Permanent Improvement Grants must be provided by the project sponsor and reviewed by the Area Agency on Aging.

Amount	Source of Matching Funds
TOTAL Matching Funds Available	

20% 30%	Circle the Required Match Rate for this project
----------------	--

I declare that the above match is available and complies with the match requirements of the Senior Center Permanent Improvement guidelines.

Signature of Grantee_____
Date

Attach all supporting documentation (e.g. appraisal, bank statement, letter from city/county council, etc.)

C-4 Revised 12/07, Replaces all previous versions

C-5 PIP APPLICANT'S CERTIFICATION OF ASSURANCES

C-5

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM
Project Sponsor Certification of Assurances (Form C-5)

In regards to the _____ Senior Center Permanent Improvement Project,
Project Title

_____ hereby agrees to and gives assurances to I SCDOA
Project Sponsor

Possesses legal authority to apply for the award, and to acquire, construct and/or renovate the proposed project, that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

Currently has or will have the required matching funds prior to the start of construction.

Has or will have sufficient funds or other resources to operate and maintain the senior center funded under this program in accordance with the Senior Center Procedure Manual, Senior Center Standards, issued by the SCDOA.

Will maintain competent architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and other related information as the State may require.

Will commit to completing the project within the required timeframe and inform the SCDOA of any delays and potential problems.

Will comply with the State Reversionary Interest in Multi-Purpose Senior Centers.

Will comply with all federal, state, and local requirements and applicable codes, laws and regulations.

Will ensure that the facility is or will be readily accessible to persons with disabilities and will comply with the Americans Disabilities Act Requirements. Any structural changes will be made in accordance with the Architectural and Barriers Act, 42 U.S.C. 4151-4157.

Will provide all services available under these funds in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.

C-7 FINAL REPORT NARRATIVE, PAGE 1

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM
Final Report (Form C-7)

Project Title: _____
Project Sponsor (Agency): _____ Date: _____
Senior Center Location: _____ County: _____

Description of Completed Project: (enclose 5 "before" pictures, if available, and 5 "after" pictures)

Explain/describe any significant or unanticipated problems encountered.

Was the end result consistent with expectations? Please explain.

C-7 FINAL REPORT NARRATIVE, PAGE 2

FINAL REPORT (Form C-7) Page 2 of 2

Project Title: _____

Suggestions or comments on how to improve the process in the future

Additional comments

Certification

_____ (project sponsor) pledges to comply with the State Reversionary Interest in Multi-Purpose Senior Centers as a requirement of receiving funds from the Senior Center Permanent Improvement Fund. We understand that this entitles the State of SC to pursue recovery of funds if the facility ceases to be a public or non-profit organization or ceases to provide services to senior citizens. We also pledge to comply with the Senior Center Standards as defined in the procedure manual for as long as the reversionary interest applies.

Authorized Grantee signature

Date

C-9: CERTIFICATION OF PROCUREMENT FOR CONSTRUCTION SERVICES

In accordance with procurement regulations of the Senior Center Permanent Improvement Project program, proper procurement of construction services must be declared for all projects receiving more than \$50,000 in PIP funds. (Grantees are required to follow their own written and established procurement policies.

PROJECT Title:

☐

I/We declare that the construction services for the above-named project have been or will be procured in accordance with procurement policies established by the applicant for the procurement of construction services.

Signature of PIP Applicant

Date

APPENDIX A: OVERVIEW OF THE GRANT PROCESS

1. Applications will be accepted during the month of February, with evaluations and applicant meetings scheduled in the months of March and April. Awards will be announced later in the spring, depending on funding availability.
2. PIP Applicant submits a Grant Application Package to the regional AAA for review purposes. **The applicant is responsible for submitting the final application to the SCDOA by the stated deadline.**
3. If approved, the PIP Grantee shall receive an Award Notice approving the initial Grant Application Request. At this point, the project becomes approved, but not yet funded.
***At this time the grant applicant will have 30 days to complete the necessary forms (C-Forms) to qualify for an NGA from the SCDOA.**
4. Prior to accessing funds, the PIP Grantee must submit a Project Plan package to the SCDOA. In addition to a detailed description of the proposed project and budget, the Project Plan Package must include:
 - a. PIP Grantee's Memorandum of Assurances
 - b. Certification of Match Funds (When documenting its match, the applicant must provide a bank statement showing there is a designated funds account and board minutes reflecting that a match has been met.)
 - c. Completed W-9 form (taxpayer identification)
6. Upon approval of the Project Plan Package, SCDOA will:
 - a. Initiate a Grant Agreement (NGA) within 30 days, **if sufficient funds are available at that time**, or
 - b. Advise the Grantee and AAA as to the approximate date when sufficient PIP funds will be available.
7. After the Grant Agreement has been signed between the Grantee and SCDOA, the Grantee may request funds for the project.
8. The PIP Grantee requests funds, as needed, from the SCDOA for project expenditures.
9. Final Report submitted by the Grantee to the SCDOA.



**Standardized Quarterly Report Template for the Permanent Improvement Project (PIP)
Grant Program (to be submitted by the end of March, June, September, and December)**

AAA Region:

PIP Grantee:

PIP File Number:

PIP Grantee Contact Person:

Date:

1. What is the status of the PIP project?
2. When is the project expected to be completed? Are any delays anticipated?
3. Has there been a change in the scope of the project since the grant was approved? (size, design, etc.)
4. Has the project budget changed? Break down all current funding sources.
5. How much of the expended funds is PIP related?
6. Provide photographs of the ongoing work at the project site.
7. Additional concerns or comments:

SCDOA Application Checkoff List (for scoring purposes Yes = 5, No = 0, NA = 1)

Application Compliance	
Completed/In Compliance	Yes/No/NA
Was the application submitted on time?	
Was the application submitted correctly?	
Was the application completed in a professional manner?	
Is the grant amount correct (Total/Match)?	
Does the applicant have project funding lined up (funds on-hand and documented)?	
Does the applicant have matching funds on hand or can it document the funds have been committed?	
Does the applicant have an escrow account with funds dedicated to maintain the facility for the reversionary period? (Not needed if the applicant is a governmental entity)	
Does the applicant have adequate funds to operate the site for the reversionary period?	
Is the project NCOA certification compliant?	
Is the project shovel ready?	
Does applicant provide OAA/Title III Services?	
Is the applicant under agreement with the regional AAA to provide services?	
If the applicant was a previous PIP recipient, did the applicant fulfill requirements of quarterly updates and other grant requirements?	
Is this site owned by the applicant or does it have a long-term lease?	
Does the applicant have a history of adhering to SCDOA policies and procedures for service delivery?	
If contracted with an AAA, has the applicant experienced any contractual issues in the previous ten years?	
Has the applicant ever had compliance issues in the past with either the AAA or SCDOA?	
Does the site have a client advisory council to advise on menus, services, activities etc.?	
Does the applicant survey clients to see what services should be provided at the senior center?	
Does the applicant have a relationship with either a local or county governmental entity?	
Is the applicant a governmental entity?	
Will the applicant offer intergenerational opportunities?	
Does the site serve at least 25 people per day as stipulated by SCDOA policy?	
Does the site operate five days per week for six hours a day?	
Applicant's Total Score	

